

# राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40 (पहली मंजिल) सैक्टर 7-सी  
मध्य मार्ग, चण्डीगढ़ - 160 019



# NATIONAL PRODUCTIVITY COUNCIL

(Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7-C,  
Madhya Marg, Chandigarh - 160 019

गृह पुलिस अनुभाग-15

Ref No.: 5143  
Dated 12.05.2016

470

PRINCIPAL SECRETARY  
DEPARTMENT OF HOME  
GOVERNMENT OF UTTAR PRADESH  
LUCKNOW

UTTAR PRADESH

406 (15) 9697  
6/6/16

अपर पुलिस महानिदेशक/  
पुलिस महानिरीक्षक (कार्मिक)  
उत्तर प्रदेश

(चन्द्र प्रकाश बाजपेयी)  
पुलिस सचिव,  
गृह, पोस्टल, कलकत्ता,  
उत्तर प्रदेश

10569/गृह/पुलिस/सी/2016  
2016  
VS (R/S)

10/06/16  
कमल प्रसाद  
सचिव  
गृह विभाग

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern HR Practices" at GANGTOK(SIKKIM) during August 22-26, 2016

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **August 22-26, 2016 at GANGTOK(SIKKIM)**. The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments, PSUs, Boards and Corporations should train their concerned officials on RTI for effective implementation.

As you are aware that the Right to Information Act has got the assent of President on 15<sup>th</sup> June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act

As you know that people are the assets on which competitive advantage is built, whether in the public or private sector. So human resource management and the practices associated with it have become accepted by managers in all forms of organisations as one of the most important strategic levers to ensure continuing success.

Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management, creating good organizational culture, knowledge management and talent management are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organisation. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees

A brochure containing detailed information about the programme is enclosed. You are requested to nominate Senior Officers from your organization to participate in this programme.

Thanking you,

Thanking you

ADG, Tg/14 (Kashmir)

NO. CA-ADG-K-2(470)

Yours truly,

(G.Saravanan)

अपर पुलिस महानिदेशक (गृह विभाग)

Phone: 0172-2794108, 2794110, Fax: 0172-2794109, E-mail: npc-chd@chd.nic.in  
Head Office: National Productivity Council, Utpadakta Bhavan, Lodhi Road, New Delhi - 110 003  
Website: www.npcindia.gov.in



Complete may a stamp, name, and address of the nominee in the hotel and charges are included in the programme fee.

#### **NOMINATIONS**

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

Service Tax Registration No: AAATN0402FST014

Bank Name: Indian Overseas Bank, 70-Golf Links, New Delhi- 110003  
The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 12.08.2015.

#### **ENQUIRIES AND MAILING ADDRESS**

##### **REGIONAL DIRECTOR**

##### **NATIONAL PRODUCTIVITY COUNCIL**

SCO-40, 1<sup>st</sup> Floor, Sector – 7C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

E-mail: npc-chd@chd.nic.in; g.saravanan@npcindia.gov.in;\*

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ashok.kumar@npcindia.gov.in

Mobile: 09849174781, 07589219766, 09779753576, 09888481938

Website : www.npcindia.gov.in

#### **ADVANCE COUPLER**

ON : 22.08.2016

#### **RIGHT TO INFORMATION ACT, 2005**

AND

#### **MODERN HR PRACTICES**

AT

**GANGTOK(SIKKIM)**

**( 22.08.2016 to 26.08.2016)**



National Productivity Council

#### **NATIONAL PRODUCTIVITY COUNCIL**

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7C, Madhya Marg, Chandigarh

Phone : 0172-2794108, 2794110, email : npc-chd@chd.n



## PROGRAMME OBJECTIVES

- To discuss the roles and responsibilities of Public Information Officers (PIOs) and their functions of Information Commission.
- To describe important judgments of Central Information and different State Commissions.
- To equip the participants about modern HR practices to get maximum productivity from employees
- To discuss alignment of HR Strategy with organizational objectives
- To discuss strategy to shape manpower for future challenges

## CONTENTS

### RIGHT TO INFORMATION ACT

- Introduction to Right to Information Act, 2005
- Role of Organization in Implementing the Act
- Methodology for Implementation of the Act
- Roles and responsibilities of Public Information Officer
- Powers and functions of Information Commission
- Disposal of request for information
- The interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations
- Important judgments of Central Information and different state commissions
- Fallacy of RTI and proposed amendments in RTI Acts

### MODERN HR PRACTICES:

- An introduction to modern HR Practices
- Creating good organizational culture
- Effective communication
- Team Building
- Motivation
- Leadership,
- Time and stress management
- Interpersonal relations,
- Conflict resolution.

- Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and other related officers from Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings and central public financial institutions.

- Chief Executives, Senior Officers/Managers, Head of the Departments, HR Managers, Personnel Manager, Administrative officer and Professionals

### METHODOLOGY

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

### CERTIFICATION:

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course.

**VENUE: GANGTOK(SIKKIM)**

**DATES: AUGUST 22-26, 2016**

Check-in: 22.08.2016(A.N)

Check-out: 26.08.2016 (F.N)( FOUR NIGHTS ONLY)

**The Session will start on 22.08.2016 at 16.30 hours**

### FEE

**Rs. 43,500/- (Forty three thousand five hundred only) plus applicable service tax per**

### Participant.

Accompanying spouse and Children will have to pay to the hotel directly in cash towards boarding & lodging. The requisite participation fee must be sent along with nomination.